

IMPORTANT PRINTED MATTER

From
Office of

County Superintendent

Davenport

(Return Postage Guaranteed)

Iowa

*Scott County
Harrison County
Harrison County
Harrison County*

Sheldon

*Davenport and
Sheldon*

*Scott
County
Scott
County*

TO

*Mr. Harvey H. Kuhl
R. F. D. #1*

Eldridge, IOWA



SET 52-C
Blanks for Secretary of
School Township

KLIPTO SCHOOL OFFICERS' BLANKS

FOR SECRETARY OF SCHOOL TOWNSHIP

IMPORTANT NOTE TO OFFICERS AND DIRECTORS

Please hand all left-over supplies to your successor. He must have them. Your district has paid for these and they must not be wasted.

Extra copies of any of the blanks may be secured from your County Superintendent or from the publishers.
Section numbers refer to the Code of Iowa of 1946.

BLANKS FOR ENTIRE YEAR		USE OF EACH BLANK
1—52C1. Notice of Regular Election. (sample)	Ten Days Before Election	Refer to note on sample. These can be obtained from your County Superintendent or from publishers if needed. (Sec. 277.3.)
1—52A2. Certificate of Appointment.		Used only in case of filling vacancy. (Sec. 277.30.)
1—52A5. Certificate of Election.	Issued on Election Day	Judges of Election shall immediately after election notify the Secretary in writing (Sec. 277.20.)
1—52A4. Oath of Office.		Directors and Officers shall qualify by taking oath, as required under Sec. 277.28.
1—52C2a. Report of Officers Elected. (March)	File Promptly After Each Meeting	He shall report to the County Superintendent, Auditor and Treasurer the name and postoffice address of the President, Treasurer and Secretary of the board as soon as practicable after the qualification of each. (Sec. 291.11.)
1—52C2b. Report of Officers Elected. (July)		
2—52A6. Official Bond of Secretary and Treasurer.	Not Less Than \$500.00	Secretary and Treasurer shall file with the President bonds as provided in Sec. 291.2. Officers re-elected should also file new bond. Amount of bond (see Sec. 291.2).
1—52C6. Information, Compulsory Education.	September to December	For Compulsory Education Law. (Sec. 299.1.)
2—52D5. School Census Report. (Used only in even numbered years)	By June 20	Sub-director has been provided with these blanks. (Sec. 279.22.)
1—57-11V. School Census Record. (Used only in even numbered years.)	In June of even-Numbered years	Secretary shall enter and keep a record or census of all children in the district. (See Section 279.22.)
1—57-13-1. Schedule of Cost of Tuition.	Bill for Tuition on or before Feb. 15 and June 15	To accompany Statement of Tuition Fees to a Debtor District. (Secs. 282.20 and 282.21.)
SAMPLES		
2—52C12. Teacher's Contract.	To Make Con- tract Valid Teacher Must Have Cer- tificate Before April 15 of each year	Contract with Teacher shall be signed by President and Teacher and filed with the Secretary. (Sec. 279.13.) For Minimum Wage Law, see Sec. 294.6. The necessary quantity of these contracts may be procured from your county superintendent or from the publishers. Contract to remain in force and continued from term to term until terminated as provided by Section 279.13. See copy of law on back of Form 52A23.
1—52A23. Notice of Termination of Contract.		
1—52A24. Notice of Continuation of Contract and Acceptance by the Teacher.		
1—52C7. Report of Teachers Employed and 52-C8 Envelope.	When Teacher Is Hired	As soon as Teacher's Contracts are signed, send a report of same to County Superintendent. (Sec. 291.10.)
1—52C8. Budget Estimate.	Made Prior to Meeting of Board	All such estimates required by law shall be made and filed in sufficient length of time in advance.
1—52A11. Resolution Naming Depository Banks. Iowa Official Form 697.	First Secular Day in July	The approval of a bank as a depository shall be by written resolution or order. (Sec. 453.1, 2, 3, and 4.)

PUBLISHED AND DISTRIBUTED BY

Klipto Loose Leaf Co.
Mason City, Iowa

52-A23—Notice to Terminate Contract, 100..... 1.75
 52-A24—Notice of Continuation of Contract, pad of 50, 100..... .75
 50-C7—Teachers Yearly Report to Superintendent, 10..... .80
 52-S13-1—Poll Book, 640 names. School Election Law printed on the cover. Each..... .75
 52-B2—Bus Driver Permit, dozen..... .25

FLAG SETS—1 U. S. Silk Flag, 12x18, 100.....
 1 Embroidered Banners & 16x24, 100.....
 Super 1 Deluxe Printed U. S. Silk Flag, 12x18, 100.....
 Embroidered with 48 stars, 100.....
 51-K3—Complete Map of Iowa, 12x18, 100.....
 51-K3—Outline Map of Iowa, 12x18, 100.....
 51-K4—Outline Map of Iowa, 12x18, 100.....
 51-K5—Outline Map of Iowa, 12x18, 100.....

PAY ROLL DEDUCTION
 296-D4—Teachers Compensation Record, 100.....
 296-D1—Payroll Deduction Record, 100.....
 Form 52-C1 KLIPTO LOOSE LEAF CO., MASON CITY, IA.

No Township Election is necessary on the second Monday in March unless some special proposition is to be voted upon, in which case notices like the following are required and may be secured from the School County Superintendent or the publishers.

Notice of Regular School Election

POST IN FIVE PUBLIC PLACES NOT LATER THAN 10 DAYS BEFORE ELECTION DAY

SCHOOL TOWNSHIP (SECTION 277.3)

Notice is hereby given to the qualified electors of the SCHOOL TOWNSHIP of.....

in the County of....., State of Iowa

that the regular election of said School District will be held at

on the.....day of March, 19....., (Second Monday in March), at 1:00 o'clock P. M. and closing at.....o'clock P. M.

The meeting will be open for the transaction of such business as may legally come before it, and the board has directed that the following propositions shall be submitted to and determined by the voters:

.....

Dated....., 19.....

Secretary.

Sec. 277.9. POLLS OPEN. In all other independent school districts and school townships the polls shall open at 1 o'clock P. M. and remain open not less than two hours.

Form 52-A2. KLIPTO LOOSE LEAF CO., MASON CITY, IA.

(Secs. 279.3 and 279.6, Code of Iowa, 1946)

Certificate of Appointment of School Officers

(Used only in case of filling vacancy)

To _____, 19____

You are hereby notified that, at a meeting of the Board of Directors of _____ School
of _____ in the County of _____
and State of Iowa, held on the _____ day of _____, 19____, you were duly
appointed _____ in and for said School District to fill the vacancy occasioned by the
_____ of _____

Secretary of the Board of Directors

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of _____ in the County of _____
and State of Iowa, held on the _____ day of _____, 19____, you were duly
appointed _____ in and for said School District to fill the vacancy occasioned by the
_____ of _____

Secretary of the Board of Directors

Form 32A4. KLIPTO LOOSE LEAF CO., MASON CITY, IA.

OATH OF OFFICE—DIRECTORS

If the oath of office is not taken in the presence of the board in session, the following form shall be filled out and signed.
QUALIFICATION OF OFFICER NOT REQUIRED TO GIVE BOND.
OTHER OFFICERS. All other civil officers, elected by the people or appointed to any civil office, unless otherwise provided, shall take and subscribe to an oath substantially as follows:

STATE OF IOWA, _____ County, ss.
I, _____, do solemnly swear that I will support the Constitu-
tion of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially to the best of my
ability discharge the duties of the office of _____
in _____ as now or hereafter required by law.
(Name of School District)

Subscribed and sworn to before me this _____ day of _____, 19____
(b) OATH REQUIRED. Each director elected shall qualify on or before the time set for the organization of the board of the corporation in which
he was elected by taking the oath required of civil officers.

(This blank shall be sent to the Secretary).

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(Name of School District)

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(This blank shall be sent to the Secretary).

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STATE OF IOWA, _____ County, ss.
I, _____, do solemnly swear that I will support the Constitu-
tion of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially to the best of my
ability discharge the duties of the office of _____
in _____ as now or hereafter required by law.
(Name of School District)

Subscribed and sworn to before me this _____ day of _____, 19____
(b) OATH REQUIRED. Each director elected shall qualify on or before the time set for the organization of the board of the corporation in which
he was elected by taking the oath required of civil officers.

(This blank shall be sent to the Secretary).

Qualifications of Sureties

I do hereby solemnly swear that I am a resident and a freholder of the State of Iowa, and that I am worth the sum of _____ DOLLARS beyond the amount of my debts, and have property liable to execution in this State equal to the sum of _____ Dollars.

I do hereby solemnly swear that I am a resident and a freholder of the State of Iowa, and that I am worth the sum of _____ DOLLARS beyond the amount of my debts, and have property liable to execution in this State, equal to the sum of _____ Dollars.

Sworn to before me and subscribed in my presence by the said _____ this _____ day of _____

A D. 19 _____,

OFFICIAL BOND
Of School Secretary or Treasurer

Office of _____

School District of _____

County, Iowa

Approved by _____

this _____ day of _____ 19 _____

Filed _____ 19 _____

291.2. Bonds of Secretary and Treasurer. The secretary and treasurer shall each give bond to the school corporation in such penalty as the board may require, and with sureties to be approved by it, which bond shall be filed with the president, condition on the faithful performance of his official duties, but in no case less than five hundred dollars.

291.3. Cost of Bond. If the bond of an officer or corporation as surety is furnished, the reasonable cost of such bond may be paid by the school corporation.

Form 52-C6. KLEPPO LOOSE LEAF CO., MASON CITY, IA.

STATE OF IOWA

INFORMATION—Compulsory Education

Before _____ a Justice of the Peace in and for _____ Township, _____ County, Iowa

DEFENDANT } The above named Defendant is hereby accused of the crime of neglecting to cause a child of proper school age to attend school as provided by Section 299.1, Iowa Code of 1946, otherwise known as the Compulsory Education Law.

For that the Defendant, on or about the _____ day of _____, 19 _____, did

willfully and negligently fail to cause and compel one _____, a child between the ages of seven and sixteen years, to attend school, or to attend upon equivalent instruction as provided by said Law for at least twenty-four (24) consecutive school weeks in the present school year, said child being under the control of said Defendant, in proper mental and physical condition to attend school, and not having been excused from attendance thereat by any court of record; such negligence on the part of said Defendant being contrary to the Statutes in such cases made and provided, and against the peace and dignity of the State of Iowa.

(Signed)

Official Title _____

Subscribed and sworn to by _____

of _____ 19 _____ before me this _____ day

Justice of the Peace

Form 52-C6. KLEPPO LOOSE LEAF CO., MASON CITY, IA.

STATE OF IOWA

INFORMATION—Compulsory Education

Before _____ a Justice of the Peace in and for _____ Township, _____ County, Iowa

DEFENDANT } The above named Defendant is hereby accused of the crime of neglecting to cause a child of proper school age to attend school as provided by Section 299.1, Iowa Code of 1946, otherwise known as the Compulsory Education Law.

For that the Defendant, on or about the _____ day of _____, 19 _____, did

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(Signed)

Official Title _____

Subscribed and sworn to by _____

of _____ 19 _____ before me this _____ day

Justice of the Peace

SCHOOL CENSUS REPORT

For _____ District or Sub-District

I hereby certify that this report is a true and complete list of all persons within this district who should be included in the school census, as required by the school laws of Iowa, sections 4235 and 4312.

Sub-District _____ Township _____ County _____
 June _____, 19____

Order Ring Book Binder No. CW-6
for these Reports. Price 80c.

USE OF THIS REPORT

The laws of Iowa provide for listing in the school census three groups of persons who are residents of the school district:

1. All persons between the ages of 5 to 21 years, including those who are physically or mentally handicapped.
2. All blind persons, regardless of age.
3. All persons 5 to 35 years of age, with defective speech or hearing.

The sub-director should file a copy of this report with the secretary of the district not later than June 20. The secretary should preserve these reports as a part of his official records, and as a basis for his report to the county superintendent.

SUMMARY

	Male	Female	Total
Number between 5 and 21 years of age - - -
Number over 7 and under 16 years of age - - -

(Sub-director or Secretary)
INSTRUCTIONS FOR RECORDING INFORMATION

(Sub-director or Secretary)

- INSTRUCTIONS FOR RECORDING INFORMATION**
- Column 1. Name of father, or mother (if father is dead or mother has custody of children.) Give name of guardian if children are not under control of either parent.
2. Postoffice address of person named in column 1.
3. Name of child; use separate line for each child.
- 4-5. Check under "M" for male, and "F" for female.
- 6-7-8. Year, month, and date when child was born. For example, April 5, 1930, is given as 1930-4-5.
9. Age in years on June 1.
10. Put an "x" in this column if the child has not been attending school.
11. For each child with a physical or mental handicap write in this column the type of handicap as: blind, partially blind, deaf, hard of hearing, dumb, defective speech, crippled, heart, tubercular, feeble-minded, etc.
12. In this column give reasons for non-attendance, present address if different than that of parents, and other important facts regarding child.
- See space on reverse side for listing those who are blind, and persons 5 to 35 years of age with defective speech or hearing.

5 TO 21 YEARS OF AGE

[illegible]

SCHEDULE OF COST FOR TUITION 19__-19__

To.....School District

Function	Elementary	High School
1. General Control		
2. Instruction		
3. Auxiliary Agencies*		
4. Operation of Plant		
5. Maintenance		
6. Fixed Charges**		
7. Capital Outlay		
8. Taxes for Debt Service		
9. Total		
10. A. D. A. (Both Resident and Non-Resident)		
11. Cost Per Pupil (Divide 9 by 10)		

* NOTE—Transportation and tuition paid to other schools cannot be included in determining cost of tuition.

** NOTE—Insurance on building and contents cannot be included in determining tuition costs.

*** NOTE—All data used in this table should be of the preceding year to the one for which tuition is to be charged.

See Section 4277 and Section 4233.3 Code of Iowa—as amended by the 51st General Assembly. "On or before February 15 and June 15 of each year, the Secretary of the creditor district shall deliver to the Secretary of the debtor district an itemized statement of such tuition fees."

A recapitulation sheet such as this should accompany each statement of tuition fees presented to another district for tuition charged in the form of an invoice.

Secretary.

School District.

TEACHER'S CONTRACT

THIS CONTRACT, Entered into by and between....., a legally qualified teacher of the State of Iowa, and the Board of Directors of the.....

School District.....

County of.....State of Iowa.

WITNESSETH, That in consideration of (\$.....).....DOLLARS per school month, the same to be paid at the end of each month, the aforesaid.....

hereby agrees to well and faithfully perform the duties of teacher in the rural independent district or subdistrict Number.....

otherwise known as the.....School, in.....Township, to the best

of.....ability, according to law and the rules legally established for the government thereof, to faithfully and impartially govern and instruct all pupils who may attend said schools; keep a daily record and prepare all reports, as required by Sections 4339, 4340, Code of Iowa, and to furnish such other data and reports as may be required by the Board of Directors and County Superintendent, and furthermore to see that the law providing for display of the United States Flag is complied with, (Sec. 4253, Code of Iowa), and to exercise due diligence in the preservation of all property belonging to the District, such as school house, furniture, flag, apparatus, and such other property as may reasonably come within the limits of

.....supervision, for a term of.....months, commencing on the.....day of.....19.....

AND IT IS FURTHER AGREED:

- (a) That.....is not at this date under contract with any other school district in the State of Iowa.
- (b) That.....holds a valid certificate which meets the state requirements for approval and will register such certificate with the County Superintendent of.....County, before beginning to teach, as provided by Section 3838, Code of Iowa.
- (c) That.....possesses the scholastic and professional qualifications designated by the Department of Public Instruction of the State of Iowa, for the position specified in this contract.

In consideration of said services,....., President of the Board of Directors of said District, and in behalf thereof, hereby agrees that the schoolhouse and other buildings shall be kept in good repair and in proper condition for the maintenance of the comfort and health of the teacher and pupils; that the school shall be provided with a suitable flag and flag staff in compliance with School Laws of Iowa; and that said teacher shall be provided with fuel, furniture, school records, apparatus and such other fixtures and supplies as are necessary for the best interests of the school; that the schoolhouse shall be scrubbed and cleaned when necessary, all in compliance with Chapter

213, Code of Iowa; and he further agrees that said teacher shall be paid the sum of (\$.....).....Dollars a month for.....school months at the end of each month.

PROVIDED: That in case the certificate of said teacher shall be legally revoked, or shall expire and be not promptly renewed during the term of school designated by this contract or that.....be legally dismissed by the Board of Directors, then said teacher shall not be entitled to compensation after such revocation or expiration of certificate, or dismissal. Provided further, that the salary of said teacher for the last month of the school term shall not be paid unless said teacher shall have made all reports for the school term as required by law, and designated by the County Superintendent of Schools.

PROVIDED FURTHER: That this contract shall remain in full force and effect for the term stated in the contract and shall be automatically continued from term to term thereafter except as modified by mutual consent of the school board and the teacher until terminated by a majority vote of the full membership of the school board, or by written resignation of the teacher before April 15th of each year. Such termination shall take effect at the close of the school year in which the contract is terminated in the manner aforesaid. Provided further, that such contract may be terminated at any time by mutual consent of the school board and the teacher, and provided further that this act shall not affect the powers of a school board to discharge a teacher for cause under and pursuant to section 4237. (See Section 4229 as amended by the 49th G. A.)

IN TESTIMONY WHEREOF, We have hereunto subscribed our names this.....day of.....19.....

Teacher's School Address....., Teacher
....., President

In School Township.....Subdirector of District No.....

NOTE: This contract should be made out in duplicate. One copy should be given to the teacher and one should be filed with the Secretary of the Board. No board should allow a teacher to commence a term until she has a valid certificate, properly registered with the County Superintendent, and a written contract properly signed by both parties. All agreements must be in writing.

Notice of Termination of Contract

To.....Teacher.

You are hereby notified that the Board of Directors in and for the School District of.....
in.....County, State of Iowa, did on the.....day of.....
19....., pass the following resolution and ordered the same to be made a part of the minutes of the Secretary's
Record of said District and instructed the Secretary to send, by registered mail, a copy of this resolution to said
teacher.

Be It Resolved, by the Board of Education of said District, by a majority vote of the full membership of the
Board, that the contract of....., a teacher
now employed in said District, is hereby terminated at the close of the present school year as provided by law; this
action being authorized under Section 279.13 Iowa Code of 1946.

Dated at.....Iowa, this.....day of....., 194.....,
and signed by order of the Board of Directors.

.....President

Form 52-A23—Klipto, Mason City, Iowa.

.....Secretary

for the ensuing school year 194..... - 194..... under the terms stipulated by such contract now in force.

52-A-24. KLIPTO LOOSE LEAF CO., MASON CITY, IA.

Signed.....Teacher

Signed by.....
Superintendent, Principal or Secretary.

Please return this Report as soon as teachers have been employed.District.....

Notice of Continuation of Contract

TEACHERS' CONTRACTS

Sec. 279.13. **Contract with Teachers.** Contracts with teachers must be in writing, and shall state the length of time the school is to be taught, the compensation per week of five days, or month of four weeks, and that the same shall be invalid if the teacher is under contract with another board of directors in the state of Iowa to teach covering the same period of time, until such contract shall have been released, and such other matters as may be agreed upon, which may include employment for a term not exceeding the ensuing school year, except as otherwise authorized, and payment by the calendar or school month, signed by the president and teacher, and shall be filed with the secretary before the teacher enters upon performance of the contract; but no such contract shall be entered into with any teacher for the ensuing year or any part thereof until after the organization of the board.

Said contract shall remain in force and effect for the period stated in the contract and thereafter shall be automatically continued in force and effect for equivalent periods, except as modified or terminated by mutual agreement of the board of directors and the teacher, may file his written resignation with the secretary of the board of directors, or the teacher, by a majority vote of the elected membership of the board, cause said contract to be terminated by written notification of termination, by registered letter mailed to the teacher not later than the 10th day of April. In event of such termination, it shall take effect at the close of the school year in which the contract is terminated by either of said methods. The teacher shall have the right to protest the action of the board, and to a hearing thereon, by notifying the president or secretary of the board in writing of such protest within twenty (20) days of the receipt by him of the notice to terminate, in which event the board shall hold a public hearing on such protest at the next regular meeting of the board, or at a special meeting called by the president of the board for that purpose, and shall give notice in writing to the teacher of the time of the hearing on the protest. Upon the conclusion of the hearing the board shall determine the question of continuance or discontinuance of the contract by a roll call vote entered in the minutes of the board, and the action of the board shall be final. In the foregoing provisions the termination shall not affect the power of the board of directors to discharge a teacher for cause under the provisions of section 4237.

Teacher's Contract

With

School Dist. of

County of, State of Iowa

Filed in my office, 19

Secretary.

BUDGET ESTIMATE

Budget Proposed for 19____ - 19____

SCHOOL DISTRICT

1. Secure from secretary:

Total expenditures, school year 19____-19____ \$ _____
Balance on hand, June 30, 19____ \$ _____

2. Estimated expenditures, school year:

Secretary and Treasurer salaries, bonds, etc. \$ _____
Teachers salaries \$ _____
High school tuition \$ _____
Tuition and transportation (closed schools) \$ _____
Maintenance (repair, painting, etc.) \$ _____
Operation of plant (supplies of all kinds) \$ _____
Capital outlay (Electric lights, new well) \$ _____
Debt service (insurance) \$ _____
Library books \$ _____
Total need for 19____ - 19____ \$ _____

3. Total amount to be raised by taxation \$ _____

This amount may differ from the amount under estimated expenditures (1) if you plan to use up part of your surplus or (2) if you plan to build up a surplus.

NOTE: Rural Independent Districts should not permit their June 30 balance to become less than \$500.00. Township boards should carry a good working balance of one-fourth to one-third of the total yearly expenditures, in order to meet any unexpected expenditures.

Section 372. ESTIMATES ITEMIZED. The estimates herein required shall be fully itemized and classified so as to show each particular class of proposed expenditure, showing under separate heads the amount required in such manner and form as shall be prescribed by the state comptroller.

(Initials)

Race _____ Occupation _____

**IOWA
SCHOOL CENSUS RECORD**

[illegible]

* For each child with a physical or mental handicap, write in this column the type of handicap as: blind, partially blind, deaf, hard of hearing, dumb, defective speech, crippled, heart, tubercular, feeble-minded, etc.
** In this column give reasons for non-attendance, present address if different than that of his parents, and other important facts regarding child.
See reverse side for listing other handicapped persons.
Form CA-2, State Dept., 1938.

(Over)

No. 57-11V-C. KLIPTO, MASON CITY, IA.

Maximum Deposit
in Effect

Maximum Deposit
Under This
Resolution

The vote on the resolution is as follows:
Ayes _____

Ауца

Nays

Dated at _____

(SEAL)

—, Iowa, this

~~day of~~

(Secretary, Clerk or County Auditor)

—19

RESOLUTION NAMING DEPOSITORIES

For _____

By _____

Filed _____, 19____

493.1. Deposits in General. The treasurer of state, and of each county, city, town, and school corporation, and each township clerk, and each county recorder, auditor, sheriff, clerk and bailiff of municipal court, and clerk of the district court, and each secretary of a school board shall deposit all public funds in their hands in such banks as are first approved by the executive council, board of supervisors, city or town council, board of school directors, or township trustees, respectively. The term "bank" shall embrace any corporation, firm, or individual engaged in a general banking business.

493.2. Approval—Requirements. The approval of a bank as a depository shall be by written resolution or order which shall be entered of record in the minutes of the approving board, and which shall distinctly name each bank approved, and specify the maximum amount which may be kept on deposit in each such bank.

493.3. Increase Conditionally Prohibited. The maximum amount so permitted to be deposited in a named bank shall not be increased except with the approval of the treasurer of state.

493.4. Location of Depositories. Deposits by the treasurer of state shall be in banks located in this state; by a county officer, in banks located in his county within this state; by a city or town treasurer, in banks located in the city or town, but in the event there is no bank in such city or town then in any other bank located in this state which shall be selected by the board of directors or the trustees of such school district; by a township clerk in a bank located within this state which shall be selected by such township clerk and approved by the trustee of such township. Provided, that deposits may be made in banks outside of Iowa for the purpose of paying principal and interest on bonded indebtedness of any municipality when such deposit is made not more than ten days before the date such principal or interest becomes due.

READ INSTRUCTIONS TO VOTERS AND ELECTION LAWS CAREFULLY. Fill all blanks and return to your School Township Secretary immediately following election.

277.10. In subdistrict elections the judges shall consist of the subdirector and two qualified electors selected by the voters present at the polling place. If the subdirector is absent or refuses to serve as such judge, or if an elector selected as judge refuses to serve, the voters present shall select a judge to take his place.

277.28. OATH REQUIRED. All judges or clerks of election shall qualify before opening of polls by taking the oath as provided for in Sections 792 and 793.

277.13. METHOD OF VOTING. Voting at all school elections shall be by ballot or by voting machines.

County Board of Education
Senate File 245, 52nd General Assembly, 1947.
SECTION 7. The county board of education shall cause to be printed the ballot for the election of members of the county board of education, and not later than 5 days before the election shall deliver to the secretaries of the respective school districts a sufficient number of ballots for use of the electors in the respective districts. The ballots shall be printed and shall contain the names of all nominees for each particular election area arranged in alphabetical order by surname under the heading of the particular election area in which the vacancy occurs.

OATH BY JUDGES: We do solemnly affirm that we will impartially and to the best of our knowledge and ability perform the duties of judges of election and studiously endeavor to prevent fraud, deceit and abuse in conducting the same, and that following is a true return of the votes cast:

OFFICIAL RETURNS—TO SECRETARY OF SCHOOL TOWNSHIP

We, the undersigned, hereby certify that..... Albert Arp Director and
..... James Laforgue and
were elected to serve as judges in 5 subdistrict
..... Shuridan School Township; that the polls were opened at 1:30 M., and closed at 3:30 M.,
in accordance with notices as posted.
At an election held at School ly 5 Subdistrict,
..... Shuridan Township, Scott County, State of Iowa,
on the 8 day of March, being the second Monday, A. D. 19 48

There were one ballots cast for Sub-Director, of which
(Write out number in words)
..... Albert Arp had one ballots
..... had ballots
..... had ballots

There were ballots cast for Director-at-Large (only required in townships
having even number of sub-directors), of which
..... had ballots
..... had ballots

For MEMBER OF COUNTY BOARD OF EDUCATION from Election Area Number.....

There were ballots cast for.....
and ballots cast for.....
and ballots cast for.....

And for MEMBER-AT-LARGE ON COUNTY BOARD OF EDUCATION for County
there were ballots cast for.....
and ballots cast for.....
and ballots cast for.....

There were ballots cast on the following proposition:
.....
.....
of which votes were for the Proposition,
and votes were against the Proposition.

Respectfully signed,

(See Reverse Side)

Judges of Election.

BALLOT
FOR SUB-DIRECTOR
(Vote for One)

Albert Arp

TO POSTMASTER—IF NOT DELIVERED WITHIN 3 DAYS
NOTIFY

SUB-DIRECTOR OR

SUB-DIRECTOR-ELECT

IOWA

TO

SECRETARY

SCHOOL TOWNSHIP

IOWA

2725 SUBDISTRICT ELECTION RETURNS

Form 52-E2.
KLETO, MASON CITY

LIST OF VOTERS AND ELECTION RETURNS

At School Election held in School Sub-District, 5 Sheldahl Township, Scott County,
Iowa, March 8, 1918.

The list of Voters shall be sent to the Secretary of the school township immediately following the election. Judges of election should not fail to fill out the Official Return on the back of this sheet. The Secretary of the School Township shall hold the ballots until time of contest is expired. (Sec. 277.19)

No.	NAMES OF VOTERS	REMARKS	No.	NAMES OF VOTERS	REMARKS
1	Jacob Taping		37		
2			38		
3			39		
4			40		
5			41		
6			42		
7			43		
8			44		
9			45		
10			46		
11			47		
12			48		
13			49		
14			50		
15			51		
16			52		
17			53		
18			54		
19			55		
20			56		
21			57		
22			58		
23			59		
24			60		
25			61		
26			62		
27			63		
28			64		
29			65		
30			66		
31			67		
32			68		
33			69		
34			70		
35			71		
36			72		

(over)